[Your Name]

[Organization Name]

[Street Address][City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address][City, ST ZIP Code]

Dear [Recipient Name]:

I have received your gift of a necklace in the morning. I was delighted to see the necklace but when I read the underneath note I decided to return the gift. On occasions, you have shown me a willingness to marry me and this gift too is meant to show your willingness.

Earlier, I had ignored it. But now I need to tell you that I have been happily married for the past 2 years and accepting such gifts now seems inappropriate. I thank you for buying me such a beautiful and a valuable gift.

Sincerely,

[Your Name]

[Title]